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CONFIDENTIAL

MEMORANDUM FOR: Chief, Plans and Policy Staff

3 April 1957

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SUBJECT : Intelligence School Weekly Activities Report #14
28 March through 3 April 1957

I. SIGNIFICANT ITEMS - None.

II. OTHER ACTIVITIES

A. OTR Orientation Officer

(1) On 1 April the CIA Introduction was conducted for [] people. 25X1

(2) The CIA Review was conducted on 28 March for [] people. 25X1
Since a number of the questions asked by overseas returnees dealt with Career Service and related subjects, [] met with [] on 1 April to discuss various aspects of Career Service. 25X1

[]

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B. Management Training

(1) Two follow-up meetings for Basic Supervision courses have been held within the last week, one on 28 March and one on 2 April. The topic for both meetings was "Appraisal of Performance Interviews." 25X1

(2) [] has been conferring with [] in planning further for the joint follow-up meeting for several Basic Supervision classes. General Cabell will speak at this follow-up meeting, which is scheduled for 30 April, and will be attended by about [] supervisors who completed Basic Supervision between December 1954 and March 1956. 25X1

(3) Management Training has been requested to present supervisory training to the part-time, swing-shift supervisors in FI/RI. After preliminary discussions with [] and his staff, the best way to meet this request appears to be a course of 18 hours. It is being recommended to DTR for approval that [] present such an experimental course, 16 July - 18 August, three evening sessions a week for 1 1/2 hours. 25X1

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(4) Basic Supervision #29, to be held 8-19 April, was over-subscribed by more than 50%. In the process of selecting [] students, the need for clarification of several points with the enrolling offices became apparent. It is planned for [] to attend the next Training Officers' meetings to explain current facilities and to answer questions about selection of supervisors rather than "problem cases" as students to attend the course.

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(5) Basic Management #33, with the maximum of [] people enrolled, is in its second week. This will be the last class conducted by [] Interest in Basic Management appears to continue high. As of 2 April, [] names have been received for the 8 May presentation (GS 13-15) and [] names have been received for the 17 June presentation (GS 11-13).

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(6) No final decision as to a replacement for [] has as yet been made.

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C. Intelligence Orientation

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(1) Intelligence Orientation #8 began on Monday, 1 April, with the opening remarks by Mr. Baird. With [] students attending, this is the lowest enrollment since last June; however no conclusions can be drawn now about future demand for the Intelligence Orientation on the basis of these figures. Total first quarter enrollment for the last three years has been: 1955, [] 1956, [] 1957, []

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(2) On 28 March [] met with [] to discuss a proposal that the staff and student body of the National War College be invited to attend the Intelligence Products Exhibit sometime during next year.

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(3) A special briefing was given on 28 March covering the major aspects of Introduction to Intelligence. The briefing was given for [] people at the request of the FI Training Officer.

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(4) The special training program conducted for [] of the Medical Staff was concluded on Friday, 29 March. The Medical Staff says that the next medical officer to receive the special training package will be available to begin training on 15 April.

D. Intelligence Training

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(1) Intelligence Techniques #5 started on Monday, 1 April, with [] JOT's enrolled. [] gave a clear and comprehensive lecture on research facilities and followed it with several practical exercises. This lecture-demonstration was well received by the students.

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(2) On Tuesday, 2 April, [] met with the Branch Chiefs, Administrative Officers, and Training Officers of FDD for preliminary discussions concerning training needs. Their response was enthusiastic, and many possibilities for establishing their training program were discussed. [] is responsible for following through on these training possibilities, and for developing course proposals. 25X1

(3) [] returned on Monday, 1 April, from [] where he presented a Writing Workshop. This presentation completed the commitment made to the Office of Communications. 25X1

(4) [] is organizing a lecture series on Latin America to be presented in the fall. 25X1

E. Administrative Training

In an effort to minimize conflicts in assignment of classroom space, the Administrative Training Faculty plans to send two copies of classroom space schedules to the Administrative Staff and request the return of one counter-signed copy for an official record of classroom space assigned for Administrative Faculty use.

F. Reading Improvement

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(1) Reading Improvement Class #33 ended Friday, 29 March, and final interviews are being conducted this week. [] taught both class sections. 25X1

(2) An employee from DD/P/SR took the reading skills tests last week. 25X1

G. Clerical Training

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(1) During the week of 25 March there were [] people in Clerical Induction Training and [] people in Clerical Orientation. 25X1

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 26 March were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified. 25X1

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H. Instructor Training

Nothing to report.

I. Visual Aids Section

The weekly activities report of VAS is attached.

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III. PERSONNEL NOTES

- A. [] Secretary, Clerical Induction Training, 25X1
gave birth to a baby boy, [] on 14 March.
- B. [] Instructor, Clerical Induction 25X1
Training, resigned on 29 March to be married to [] 25X1
[]
- C. [] was on sick leave Monday afternoon and 25X1
Tuesday with laryngitis. She lectured for four hours on Thursday,
with adverse effects on her throat. 25X1
- D. [] is on sick leave with a strep infection. 25X1
- E. [] Secretary, Administrative Training 25X1
Faculty, is scheduled to leave that office the end of April.
It was hoped that her replacement would be able to take 25X1
Administrative Procedures beginning Monday, 8 April, but as yet
no replacement has been found. 25X1
- F. [] is still on sick leave recuperating 25X1
from his operation.
- [] 25X1
Chief, Intelligence School

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